



VIETNAM HARDWARE & HAND TOOLS 2018

05 ~ 08/12/2018 SECC SAIGON EXHIBITION & CONVENTION CENTER
799 Nguyen Van Linh Parkway, Tan Phu Ward, 7 Dist., Ho Chi Minh City

EXHIBITOR'S MANUAL

Sponsors:

- Ministry of Industry & Trade of Vietnam
- Ministry of Science & Technology of Vietnam
- People's Committee of Ho Chi Minh City
- Related Ministries, Departments

Supporters:

- Vietnam Trade Promotion Agency (VIETRADE) – Ministry of Industry & Trade
- Foreign Investment Agency (FIA) – Ministry of Planning & Investment
- Ho Chi Minh City Department of Industry & Trade
- Ho Chi Minh City Department of Planning & Investment

Organizer's contact:



Vinexad
www.vinexad.com.vn

Tel.: +84-24-3934 0474/ Fax. +84-24-39363085/ E-mail: expo@vinexad.com.vn



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Organizer's contact:

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I. Important notes for exhibitors

Thank you for your participation in International Exhibition on Hardware and Hand Tools 2018 in Ho Chi Minh City!

Please take the time to read carefully information at section **III. Exhibition Guideline** for the best preparation for the Exhibition.

Section **IV. General Services** includes 3 categories:

- 1. Free Services (from Form 1 to Form 4):** Are compulsory forms that must be completed by all exhibitors
- 2. Construction Services (Form 5 and Form 6):** Exhibitors fill in Form 5 or Form 6 regarding your booth option registration.
- 3. Required Services (from Form 7 to Form 14):** are optional services to support for exhibitors, are not compulsory forms. In case of demand for additional rental, please complete and submit the forms before 08/11/2018.

* All compulsory forms and optional forms (if any) must be submitted to Organizer on time as instructions.

* If you have any confusion, please contact Organizer: E-mail: expo@vinexad.com.vn/

Tel: +84-24-39340474 (Ms. Nhung – Kelly)



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II. Services and deadlines checklist

Please use this checklist of forms to help you plan your work schedule and participation.

Forms	Page No	Submission Deadline	
		18 Oct. 2018	08 Nov. 2018
Form 1: Catalogue Entry	11	x	
Form 2: Exhibitor Badges Registration	12		x
Form 3: Promotion Opportunities	13	x	
Form 4: Complimentary Marketing Toolkits	14		x
Form 5: Stand Construction by Organizer	15		x
Form 6: Stand Construction by Exhibitor	16		x
Form 7: Advertising in the Official Exhibition Catalogue	20	x	
Form 8: Sponsorship and other brand promotion packages	21	x	
Form 9: Electrical Equipment Rental	22		x
Form 10: Electrical Connection, Water Supply and Compressed Air Rental	24		x
Form 11: Additional Furniture and Equipment Rental	26		x
Form 12: Telecommunication Rental	30		x
Form 13: Booth Personnel (interpreters/hostess)	31		x
Form 14: Hotel Accommodation	32		x
Shipping Information	37		

Other contents	Page No
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Operation Schedule & Overtime	8
Rules & Regulations	8-10

Organizer's contact:

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III. Exhibition Guideline

1- General Information

Venue: Saigon Exhibition & Convention Center (SECC)

799 Nguyen Van Linh Parkway, Tan Phu Ward, 7 Dist., HCMC, Vietnam

Date and time:

Showdays: 5th – 8th December 2018, detail:

	5th – 7th December 2018	9:00 – 17:00
	8th December 2018	9:00 – 15:00
Build-up:	2nd December 2018	12:00 – 17:00
	3rd December 2018	8:00 – 17:00
Booth decoration:	4th December 2018	8:00 – 22:00
Tear-down:	8th December 2018	15:00 – 23:00
	9th December 2018	8:00 – 12:00

Exhibitors' Check-In

All exhibitors should register at the Exhibitors' Check-In Counter on arrival at the exhibition site to collect badges and the exhibitor's information pack.

Exhibits Move-In

Cargo should NOT arrive at the exhibition hall earlier than **2nd December 2018** (the first day of the build-up period)

Exhibitors, agents or contractors should hold the responsibility to contact with the Organizer in advance for arrangement of installation of their heavy or large exhibits before stand structures are erected.

Official freight forwarders must be appointed for mechanical handling within the exhibition halls. Forklifts, cranes and pallet trucks from exhibitors and other forwarders will not be permitted into the exhibition halls.

Exhibits arriving onsite without a pre-appointed official freight forwarder will be handed over and preserved by exhibitors. The Organizer is not responsible for preserving exhibits during build-up period.

Visa

Most visitors to Vietnam need a visa to enter the country, except for:

- Citizens of Cambodia, Thailand, Malaysia, Singapore, Indonesia and Laos for visits of 30 days at the maximum.
- Citizens of Philippines for visits of 21 days at the maximum.
- Citizens of Denmark, Finland, France, Germany, Italy, Japan, Norway, Russia, South

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Korea, Spain, Sweden and United Kingdom for visits of 15 days at the maximum.

d. Citizens of Brunei and Myanmar for visits of 14 days at the maximum.

Please refer to <http://www.vietnamtourism.com> for a list of Vietnam embassies. Alternatively, online visa application is available at www.vietnamvisa.govt.vn

2- Useful contacts

The Organizer:

Vinexad National Trade Fair & Advertising JSC.
No. 9 Dinh Le Str., Hoan Kiem Dist., Hanoi, Vietnam
Tel. +84-24-3934 0474 Fax. +84-24-39363085
E-mail : expo@vinexad.com.vn

General Information	Ms. Nguyen Hong Nhung	nhungnh@vinexad.com.vn	0913 368 489
Construction/Services	Ms. Pham Thu Ha	hapt@vinexad.com.vn	0904 219 846
Layout	Mr. Nguyen Quoc Vinh	vinhnhq@vinexad.com.vn	0915 011 118
Media	Ms. Hoang Bich Diep	diephb@vinexad.com.vn	0902 196 688
Security/ Stand Cleaning	Mr. Tran Dang Long	longtd@vinexad.com.vn	0903 426 972

Official Stand Constructor:

VINEXAD www.vinexad.com.vn	Ms. Pham Thu Ha	hapt@vinexad.com.vn	0904 219 846
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Official Freight Forwarder:

Schenker Vietnam Co., Ltd www.dbschenker.vn	Mr. David Linh	David.linh@dbschenker.com	0903 410 309
	Mr. Peter Kim	Peter.kim@dbschenker.com	0909 669 816

Accommodation & Tourism Support:

VINEXAD www.vinexad.com.vn	Ms. Thanh Thanh	Thanh.do@vinexad.com.vn	0904 437 271
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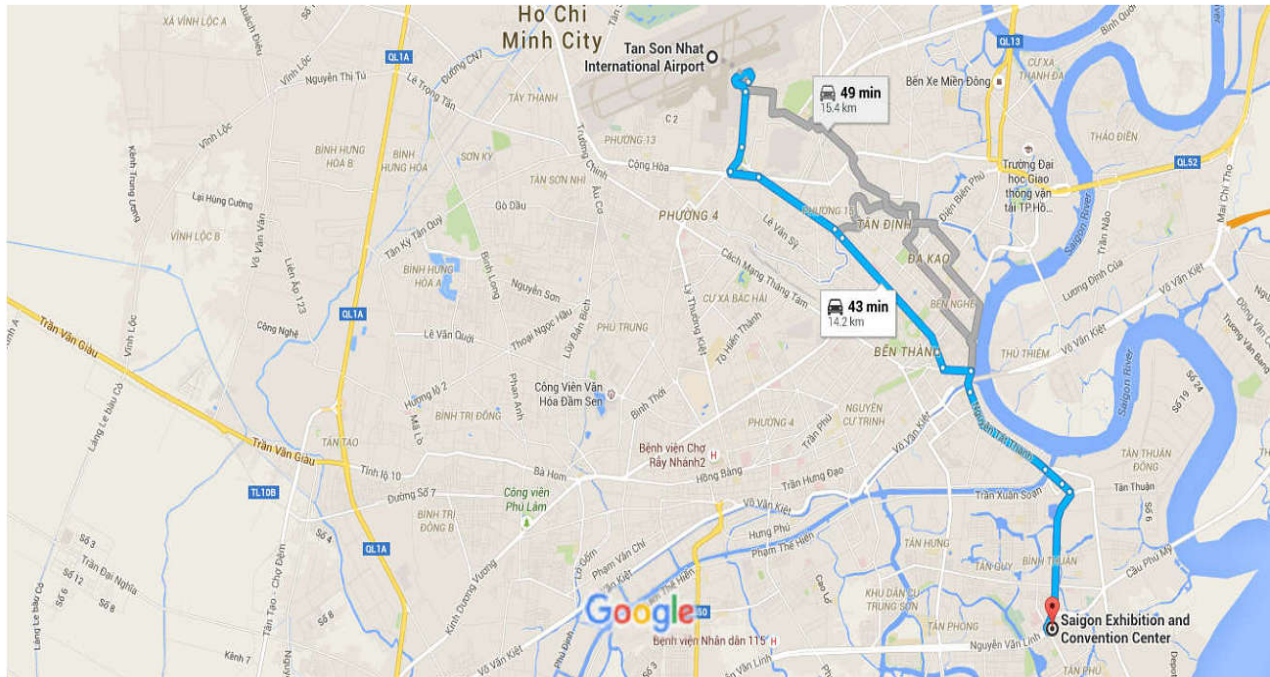
Organizer's contact:

3 – Hardware and Hand Tools 2018 Site Map



Tan Son Nhat International Airport to Saigon Exhibition and Convention Center

Drive 14.2 km, 43 min



4 – Technical Specifications

Capacity	Exhibition Hall A			
Surface (sq.m)	9,000			
Floor Loading (kg/m2)	5,000			
Ceiling Height (m)	12			
Entrance Height (m)	4.3			
Maximum Stand Construction Height (m)	5.5 m			
Power supply	Single phase: 220V 50Hz, Three Phase: 380V 50Hz			
Maximum Sound Volume (dB)	60	60	60	60
Ventilation	Air-conditioning			
Fire Protection	Fire detection & alarm system Water riser & hose reel, portable fire extinguisher			





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5 - Operation schedule & overtime

BUILD-UP PERIOD	DATE	TIME
Official Booth Contractor begin floor marking & booth construction	2 nd Dec. 2018	12:00 – 17:00
Non-official Contractors begin construction of special booth design	3 rd Dec. 2018	8:00 – 17:00
Exhibitors begin to check in and collect badges	4 th Dec. 2018	8:00 – 17:00
Exhibitors display products & decorate booth	4 th Dec. 2018	8:00 – 22:00
EXHIBITION PERIOD	DATE	TIME
Opening Ceremony	5 th Dec. 2018	9:00 – 10:00
Opening hours * Note: On the show days, exhibitors will have access to the hall 30 minutes before the opening time and stay for 30 minutes after closing time	5 th – 7 th Dec. 2018 8 th Dec. 2018	9:00 – 17:00 9:00 – 15:00
TEAR-DOWN PERIOD	DATE	TIME
Indoor & Outdoor	8 th Dec. 2018 9 th Dec. 2018	17:00–23:00 8:00 – 12:00
Dismantling ends	9 th Dec. 2018	12:00

Note:

- + Delivery and removal must not be done during the opening hours of the exhibition area.
- + During the time of constructing/decorating the booth or delivery/removal, exhibitors are requested to protect exhibit by themselves. The Organizing Board will not take responsibilities for any stolen, lost, or damaged exhibits before the time of Opening Ceremony and while/after exhibitor removal exhibits, and during time of opening exhibition.

6 - Rules & Regulations

- Without the valid work pass in front of chest, every employee or staff cannot enter inside the SECC premises to work. The valid work pass is issued by the organizer or SECC. Furthermore, during the working time inside SECC halls, every employee has to wear proper unit forms or attires which are included: clothes, shoes (sport shoes) and hat (if any).
- No smoking inside the exhibition halls.
- No bringing inside the exhibition halls the flammable substances like: gasoline; oil; alcohol; ethanol; and so on; or balloon with hydrogen or other flammable gas.
- No bringing inside the exhibition halls to run the thermo genetic or having naked-spark or making noise devices and equipments like: welding machines; gas welding machines; cutting machines; sawing machines; handheld sawing machines and grinding machines; and so on.

Organizer's contact:

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- The pressurized devices and equipment (like gas tanks or gas cylinders; liquefied natural gas tanks, and so on) – when having the need to use inside the exhibition hall – must have the valid certificates issued by The Quality Assurance and Testing Center; have the stamp certified by the organizer and have a control by the SECC Technical Team member when running.
- No sticking all kinds of tapes and glue (like 502; dog; and so on) in walls and on floor of SECC premises. Except, the cloth tape (one side – two side) is allowed to use (please refer in advance with the SECC Technical Team).
- No drilling, cutting, nailing-up wall; floor; partitions of the exhibition hall and other SECC premises.
- No cutting or grinding any thing to make a naked-spark inside the exhibition hall.
- Scaffoldings must have wheels or foot of scaffolding must be checked up by soft materials before starting work.
- All building materials must been had a raw construction outside the exhibition hall first. To complete the booth work must cover the floor, wall and partitions in the exhibition hall when painting, sawing, cutting or waxing.
- Not pouring water; paint; or any liquid to the floor and technical trench.
- No putting every build-up material on walls; partition; or near doors; or fire extinguishers of SECC.
- Must have plans to safe the floor when carrying devices and equipment into the exhibition hall, example cover by rubber or soft materials before putting on the floor.
- Wires from technical trench to booth must be two crust wires.
- Electric system:
 - Indoor the SECC exhibition hall (hall A), there have eight electric distribution panels – 3 phases, the power capacity 200 ampere per panel.
 - Outdoor exhibition area (the temporary parking), there have one electric transformer station 2,000KVA and six electric distribution panels – 3 phases (Notice: the clients have to connect themselves from the transformer station to the distribution panels).
- If any booth needs to use clean water and drainage or internet or telephone lines, all requests have to be sent to the Organizer before **8thNovember 2018**.
- Total supplying water pressure for each booth from 2.5 bar to 6 bar. The temperature of waste water needs less than 60 Celsius degree before into drainage system.
- The cool temperature inside the exhibition hall A was designed from 25 to 27 Celsius degree.
- Booth designing standards:
 - Booth blocks cannot be designed to obstruct the exits, emergency ways, fire alarms, and fire hydrants, extinguishers, and so on located in the hall.
 - Booth blocks being near walls must have one-meter distance from walls.
- To standard booths: the dimension of 3m x 3m; the height of 2.5 meters; to be made by aluminum octagon tube.
- To upgrade booths: the dimension; height and material are as the same as the standard booth, but having additional décor (like banners).
- To special booths: having unlimited dimensions and material in construction. However,

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special booths – to be near walls – need have at least two-meter distance from walls and their height must be less than five (5) meters. Other special booths in other positions could be reached the height of eight (8) meters.

- Any component would be hung from the exhibition hall roof (like lighting box; iron décor frame, and so on):
 - Its weight is less than 100 kilogram per component.
 - It must be hung up by strengthen cable.
 - SECC Technical Team will search the available position as customer request. They will be in charge to strengthen the position and cable to drop down cables.
 - The customer having this above request will be in charge to lift up the component which is wanted to hang up from the floor to the dropping cables.





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FORM 1 CATALOGUE ENTRY Deadline: 18 Oct. 2018

Booth No.: _____ Area: _____

Name of Company: _____

Address: _____ Country: _____

Tel: _____ Fax: _____

Email: _____ Website: _____

Representative: _____ Position: _____

Products/services/exhibits description (about 100 words)

Target Market: _____

Please enclose your company's logo with 03 photos of your displaying products as attached files and send to the Organizer.

*** Note: The Organizer has the right to decide contents in the Catalogue.**

Date:

Signature and Company's stamp



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FORM 2 EXHIBITOR BADGE REGISTRATION Deadline: 08 Nov. 2018

Booth No.: _____ Area: _____

Name of Company: _____

Address: _____

_____ Country: _____

Tel: _____ Fax: _____

Email: _____ Website: _____

Representative: _____ Position: _____

Badge name list (according to booth area):

No.	Full Name	Position
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

The number of badges is provided in accordance with booth area: (Please tick X)

- 4 badges (1 booth) 6 badges (2 booths/18sqm raw sapce)
 8 badges (3 booths/27sqm raw space) 10 badges (4 booths/36sqm raw space)
 12 badges (from 45sqm booth)

Date:/...../2018

Note:

1. The entrance permit supplied by the Organizer only to delegates registered in this form.
2. Please include name of your agent's personnel who will be present at your stand.
3. The badges will be issued in person at the Exhibition venue. All exhibitors are required to wear badges as their pass during the move-in, exhibition and move-out periods.
4. This is neither a visa application nor a travel and accommodation reservation procedure. For visa application, please send the personal particulars (No. of passport, date of birth, date of issue, date of expire...) to the Travel Service Section belonging to the Organizing Board.
5. Please make a copy for your record.

Organizer's contact:



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FORM 3 PROMOTION OPPORTUNITIES

Deadline: 18 Oct. 2018

To assist Organizer in increasing the traffic flow to your booth as well as promoting your presence at Hardware and Hand Tools 2018, exhibitors are encouraged to provide below items:

- Press release: Coverage in press is not guaranteed. Materials are used at the discretion of the Organizer and editors/journalists. Priority will be given to product launches and newsworthy stories.
- One (1) product photo (For electronic submission, photo must be saved in Jpeg format, 300dpi). Please send email to expo@vinexad.com.vn
- One (1) company logo or brand logo

1. Your brand is:
2. Your main market:
3. Your purpose of participating Hardware and Hand Tools2018:
4. Your target customer at Hardware and Hand Tools2018:
5. Your special program/activity at Hardware and Hand Tools (if any):
6. Introduction about your product in about 100 words: (the Organizer may shorten your introduction content without advance notice)

English	Vietnamese

Date:...../...../2018

Name of Company:

Booth No.:

Tel.....Fax:.....E-mail:

Representative.....Position:

Organizer's contact:





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FORM 4 COMPLIMENTARY MARKETING TOOLKITS

Deadline: 08 Nov. 2018

1. EXCHANGE LOGO ON WEBSITE

In order to create the best conditions for both organizer and exhibitor to advertise information on displaying products to targeted buyers. The logos between organizer & exhibitor is encouraged to be battered to get more benefit though exhibition.

We would like to place our Company's logo on the Exhibition Website, please send us logo and link of the exhibition

We attach the logo and weblink of our company's website.

2. E-NEWSLETTER

The customized electronic invitation is designed to help promote your presence at Hardware and Hand Tools 2018 in Ho Chi Minh City and facilitate your clients' visit by providing the direct link to online pre-registration and useful visiting tips.

Eblast done by Exhibitors. Please send us the html version through the contact person below:

Contact Person:	
Job Title / Dept.:	
Email:	
Handphone:	

Eblast done by Organiser. Please send your email data to expo@vinexad.com.vn

3. COMPLIMENTARY HARD COPY OF INVITATIONS

Exhibitors will be provided with free hard copy of invitations to send to their clients.

We do not require hard copy. Please send us soft copy of invitations for our use via company email.

We require hard copy. Please send us hard copy of invitations to the following address.

Contact Person:	
Company Name:	
Address:	
Handphone:	
Number of invitations	

Date:...../...../2018

Name of Company:

Booth No.:

Tel.....Fax:.....E-mail:

Representative.....Position:

Organizer's contact:





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FORM 5 STAND CONSTRUCTION BY ORGANIZER

Deadline: 08. Nov. 2018

Please tick one (v):

We do not require this service. We will do stand construction ourselves, please complete and submit **Form 6**.

We have registered for **Standard Booth constructed by the Organizer** with following characteristics:

Booth type	Main color	
Standard	Word: White	Name Board: Blue Carpet: Grey

COMPANY NAME ON NAME BOARD (CAPITAL WORD)																													

Each booth only has one name board. Booth over 18sqm may have more than one name board.

Please send information to the Organizer: expo@vinexad.com.vn

* All standard booths have following specifications:

a/ Partitions: 2.5m tall, neo-white and made of vinyl-coated wood panels 3mm thick with aluminum frames.

b/ Name board: 30cm tall, inside space 22cm tall

c/ Floor: carpeted

d/ Lighting and power supply: fluorescent light 1.22m long, 40W installed behind name board

02 fluorescent lights, 01 information counter, 02 chairs, name board in English, 01 single phase socket 05A/220V, 01 waste paper basket.

* Standard booth is equipped in accordance with following table:

Booth area (sqm)	9	12	15	18
Information counter	1	1	1	2
Folding chair	2	3	4	4
Fluorescent light	2	3	3	3
Socket (5A)	1	1	1	2
Waste paper basket	1	1	1	2

Date:...../...../2018

Name of Company:

Booth No.:

Tel..... Fax:..... E-mail:

Representative..... Position:

Organizer's contact:

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FORM 6 STAND CONSTRUCTION BY EXHIBITOR

Deadline: 08 Nov. 2018

This form applies to raw space rental and exhibitors self-construct stand or appoint contractor to construct their stand.

* We would like to appoint this contractor to construct our stand:

Contractor name: _____

Address: _____

Tel.: _____ Fax: _____ Email: _____

Person in charge: _____ Handphone: _____

* Pls. ask your contractor to read carefully all rules and regulations of SECC in the next page.

* We attach herewith detailed design (booth layout, 3D pictures) with full description and sizes of the booth. Relative positions of exhibits are also shown in layout.

* We agree with construction fee settled by SECC as followings:

No	Description	Unit Price	Quantity	Amount
I.	Performance Bond	1.100.000VNĐ/m2 (~50.00USD)		
II.	Badges for Contractor	110.000VNĐ/badge (~5.00USD)		
III.	Management Fee	120.000VNĐ/m2 (~6.00USD)		
IV.	Working over time fee (if any)	2.500.000VNĐ/hour (~110.00USD)		

The contractor order must be accompanied with full payment to SECC before enter the exhibition halls (Contac person: Ms. Thanh Thuy –mobile: +84-907502716 – email: thanhthuy@secc.com.vn)

Note: Please ask your appointed contractor to make the above payments (from I ~ IV) directly to SECC before move-in (SECC contact person:)

V. Breakers for Exhibits (included power consumption fee for lighting)				
7	A lighting connection - 100W or below	14.00		
8	A lighting connection - 200W or below	29.00		
9	A lighting connection - 300W or below	40.00		
10	5Amp socket single phase (Max 600W)	50.00		
11	10Amp socket single phase (Max 1100W)	59.00		
12	15Amp socket single phase (Max 1800W)	70.00		
13	20Amp power point single phase/ 220V	90.00		
14	30Amp power point single phase / 220V	150.00		
15	60 Amp power point single phase / 220V	220.00		
16	15Amp power point 3 phase/ 380V	230.00		
17	30Amp power point 3 phase/ 380V	310.00		

Total

VAT 10%

Grand total

Organizer's contact:

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***Note:**

- The order must be accompanied with full payment to The Organizer- VINEXAD
- The exhibitor confirming and signing in this form is committed to fully understand and comply with the rules and regulations given by the management board.
- The Performance bond paid by the contractor to the management board has a purpose to ensure the compliance the contractors with the rules and regulations.
- The management fee is the payment which the contractor must pay for setting up, security and cleaning... This fee is non-refundable.
- The payments are non-refundable except the Performance Bond when the entire obligation is terminated. The contractor can only get the refund after the dismantle day and completing the "Hand over report".
- The exhibitors must order lighting source or machine power separately. Exhibitors are not permitted to connect their own electrical fittings. (NO INDIVIDUAL GENERATORS ARE ALLOWED TO BE USED)
- **The prices are not included VAT 10%.**

Date:...../...../2018

Name of Company:

Booth No.:

Tel.....Fax:E-mail:

Representative.....Position:

Organizer's contact:

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THE EXHIBITION HALL RULES & REGULATIONS

(Apply to Outside Contractors)

-----oOo-----

Outside Contractors (“Contractors”) are the contractors were not appointed in the Official Contractor list issued by SECC (including the exhibitors who arrange the booths for themselves have responsibility to contact with Management Office of SECC to have a throughout understanding of all the procedures and work in the exhibition hall. When having any issues, the Contractors must inform SECC in writing to find out together the best resolution.

To have the permission to enter the SECC exhibition halls, the Contractors must have ability to do their work and comply with all these regulations:

- All staff’s and supervisor’s names of the outside contractors must be inform to SECC at least seven (07) days before the first day of the Lease Term.
- All foreign workers must have the valid work permit in accordance with Viet Nam’s law.
- The Outside Contractors have to pay the management fee(1) to SECC of **120.000 dong/m2** and party A also will issue work passes for all the staff of the Contractors to wear visibly during working time in the Premises. These work passes are valid during the Lease Term.
- The issuance fee of work passes:
 - Normal pass: **110.000 dong / pass**
 - Re-issuance: **110.000 dong / pass**
- Contractors must deposit the amount of **1.100.000 dong /m2** in cash at least the 7 days before the first day of the Lease Term. This amount will be refunded without interest after the Contractors has completed their work.
- The workers of the contractors must wear proper uniforms or attires and put on work passes in front of their chest when moving-in or out the hall. Proper uniform or attire must be included: clothes, shoes (sport shoes, Bata shoes) and hat (if any).
- Contractors must take fully legal responsibility for insurance for all risks or damages in the Premises, for the booths and other services during the Lease Term.
- The management fee subject to each service will be regulated by SECC. Payments shall be made in cash or by bank transfer. If payment by bank transfer is used, the Contractors are permitted to enter the Premises to do their work after having a confirmation of the Party A’s banks.
- The drawings of the layout plans and electricity / lights must be submitted to SECC at least seven (07) days before the first day of the Lease Term.
- Connecting electricity fee must be paid in cash or by bank transfer before the open event period.
- In the first dismantling day, all kinds of rubbish have to remove out of the Premises before 17h00 at the same day.
- SECC has the right to refuse any Contractor getting inside the hall if one of these following conditions is not complied with:
 - a/ Building-up booths does not comply with the drawings submitted to and approved by SECC, unless Organizer has informed and been consented by SECC.
 - b/ The exhibits and main building–up work of the particular booths must be placed or done outside the hall before being brought into the Premises for assembly. Main work or dangerous work included sawing, oxyacetylene and electric welding, spray painting or naked flame, and



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SECC

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so on are strictly prohibited in the hall.

c/ Contractors must assure the structure of their construction acceptable and meet the standard safety at work and fire fighting.

d/ Exhibits of an exhibitor which are not related to the building – up booth are not allowed to be placed into other booths.

e/ The outside contractors have to compensate SECC and the third party immediately for any damages.

f/ The staffs of Contractors are not permitted to smoke in or make dirty or damage to any parts of the exhibition halls.

g/ The staff of Contractors are not permitted to make noise or disorder or troubled in the exhibition halls.

h/ Exhibits and special fixings, if any, must be registered with SECC's security team and will be controlled every time moving- in or out

Organizer's contact:

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FORM 7 ADVERTISING IN THE OFFICIAL EXHIBITION CATALOGUE Deadline: 18 Oct 2018

The official exhibition catalogue of HARDWARE AND HAND TOOLS 2018 is printed with the quantity of 10.000 copies, handed out to Vietnam and foreign visitors, businessmen, trade promotion offices and organizations, manufacturers... upon required.

* We would like to register to advertise in Hardware and Hand Tools 2018 Catalogue as followings:

Position	Unit Price	Quantity (page)	Amount (USD)
Outside back cover	USD 1000		
Inside front cover	USD 900		
Inside back cover	USD 800		
Inside page	USD 500		
Grand total cost (USD)			

* Note

- Advertising page size: 150 mm (large) x 210 mm (tall), 04 colors.
- High-quality advertising page design (300dpi), PDF or JPEG format.
- Please send advertising page design to email: expo@vinexad.com.vn before the deadline.
- The cost is inclusive 10% VAT.
- Advertisement printing will only be done upon receiving 100% payment. Please make payment by transferring to:
Account Name: VINEXAD
USD Account: 0021370020067
Bank Name: VIETCOMBANK HANOI, 11B Cat Linh St., Dong Da Dist., Hanoi, Vietnam

Date:...../...../2018

Name of Company:

Booth No.:

Tel..... Fax:..... E-mail:

Representative..... Position:

Organizer's contact:

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FORM 8 SPONSORSHIP AND OTHER BRAND PROMOTION PACKAGES Deadline: 18Oct. 2018

* Becoming a Sponsor for Hardware and Hand Tools 2018 is an opportunity for your company to obtain added values, making you outstanding from other participants. This is a means of honoring your company among exhibitors in Brand Promotion racing. Please refer to following information:

PREMIER SPONSORSHIP PACKAGES (please tick X)	
<input type="checkbox"/> Main Sponsor (1 company)	USD 25,000
<input type="checkbox"/> Co – Sponsor (5 companies)	USD 15,000

BRAND PROMOTION PACKAGES (please tick X)	
<input type="checkbox"/> Bagde Sponsor (1 company, 15,000 badges)	USD 5,000
<input type="checkbox"/> Gift Sponsor (1 company)	USD 4,500
<input type="checkbox"/> Document Bag Sponsor (1 company)	USD 3,600
Other Advertising Options (unlimited)	
<input type="checkbox"/> Company’s brochure put into Document bags of exhibitors and VIP	USD 1,000
<input type="checkbox"/> Company’s banner at the front of main entrance of the Exhibition	USD 1,000

*** Note:**

- Above price is inclusive 10% VAT
- Please contact the Organizer (H/P: +84 913 368 489, E-mail: nhungnh@vinexad.com.vn) for more detailed information about benefits and registration procedure.

Date:...../...../2018

Name of Company:

Booth No.:

Tel.....Fax:.....E-mail:

Representative.....Position:

Organizer’s contact:



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FORM 9 ELECTRICAL EQUIPMENT RENTAL

Deadline: 08 Nov. 2018

* For furniture items available in a Standard Booth, please refer to Form 5.

* Form 9 is additional requirement.

* This form must be submitted to the Organizer on time. A surcharge of 20% will be enforced after the deadline and 30% for onsite order.

Code	Items (Included instrument, connection fee and consumption fee)	Unit Cost (USD)	Quantity	Amount
1	Fluorescent Tube 1,2m	20.00		
2	Spotlight Led 100W	30.00		
3	Longarm Spotlight Led 100W	35.00		
4	Halogen Floodlight 300W (yellow light)	45.00		
5	Metal Floodlight 150W (white light)	74.00		
6	HQI Light	70.00		
Lighting Connection Fee (including electric consumption fee) (Must be used for one light only at a time. Multipoint connection is not allowed to prevent the risk of power overload)				
7	A lighting connection - 100W or below	14.00		
8	A lighting connection - 200W or below	29.00		
9	A lighting connection - 300W or below	40.00		
10	5Amp socket single phase (Max 600W)	50.00		
11	10Amp socket single phase (Max 1100W)	59.00		
12	15Amp socket single phase (Max 1800W)	70.00		
13	20Amp power point single phase/ 220V	90.00		
14	30Amp power point single phase / 220V	150.00		
15	60 Amp power point single phase / 220V	220.00		
16	15Amp power point 3 phase/ 380V	230.00		
17	30Amp power point 3 phase/ 380V	310.00		
18	Refrigerator 150L	120.00		
19	Refrigerator 90L	90.00		
20	Electric Fan	40.00		
21	Water dispenser	60.00		


Total _____
VAT 10% _____
Grand total _____

*** Note:**

- Order will only be processed when full payment is received.
- For furniture items not listed above, please contact the Organizer for quotation.
- The payments are non-refundable.
- Exhibitors will be held responsible for any damages or loss caused.
- All prices are exclusive of VAT 10%.

Organizer's contact:

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 Tel.: +84-24-3934 0474/ Fax. +84-24-39363085/ E-mail: expo@vinexad.com.vn

Date:...../...../2018

Name of Company:

Booth No.:

Tel..... Fax:..... E-mail:

Representative..... Position:

PICTURES OF ELECTRICAL EQUIPMENT:



FLUORESCENT TUBE



LONG ARM SPOTLIGHT



SPOTLIGHT



TRACK LIGHT



HALOGEN LIGHT



PLASMA TV



REFRIGERATOR



PROJECTOR + SCREEN



SOCKET



BREAKER



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FORM 10 AUDIOVISUAL, WATER SUPPLY & COMPRESSED AIR RENTAL

Deadline: 08 Nov. 2018

* For furniture items available in a Standard Booth, please refer to Form 5.

* Form 10 is additional requirement.

* This form must be submitted to the Organizer on time. A surcharge of 20% will be enforced after the deadline and 30% for onsite order.

Ref. No	Items	Unit Price (USD)	Quantity	Amount (USD)
Audiovisual				
A1	32" Plasma TV connect USB (C/W DVD)	150.00		
A2	42" Plasma TV connect USB (C/W DVD)	200.00		
A3	50" Plasma TV connect USB (C/W DVD)	230.00		
A4	Inox leg for Plasma TV	50.00		
A5	Projector D5500 Ansi Lumens + screen (227x305cm)	350.00		
A6	Projector D2000 Ansi Lumens + screen (180 x 180cm)	350.00		
Air compressor				
A7	1/2 – 2 HP – 3 HP Air compressor with standard piping (not including 1 phase socket- 15Amp)	250.00		
A8	5-10 HP Air compressor with standard piping (not including 3 phase socket- 30 Amp)	450.00		
Water supply drainage				
A9	Water supply inlet and outlet for living (Not included sink)	250.00		
A10	Water supply inlet and outlet for machine operation (Not included sink)	450.00		
A11	Water supply inlet and outlet for living (included sink)	450.00		
A12	Sink	200.00		


Total _____
VAT 10% _____
Grand total _____

*** Note:**

- Order will only be processed when full payment is received.
- For furniture items not listed above, please contact the Organizer for quotation.
- The payments are non-refundable.
- Exhibitors will be held responsible for any damages or loss caused.

Organizer's contact:

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- All prices are exclusive of VAT 10%.

Date:...../...../2018

Name of Company:

Booth No.:

Tel..... Fax:..... E-mail:

Representative..... Position:

Organizer's contact:

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FORM 11
RENTAL ADDITIONAL FURNITURE AND EQUIPMENT
Deadline: 08 Nov. 2018

* For furniture items available in a Standard Booth, please refer to Form 5.

* Form 11 is additional requirement.

* This form must be submitted to the Organizer on time. A surcharge of 20% will be enforced after the deadline and 30% for onsite order.

Ref No.	Picture	Furniture Items	Unit Price (USD)	Quantity	Amount (USD)
F1		Information Counter (1000L x 500W x 750H mm)	35.00		
F2		Square Table (600L x 600W x 750H mm)	35.00		
F3		Round Table (Ø800 x 750H mm)	40.00		
F4		Display Cube (500L x 500W x 500H mm)	25.00		
F5		Display Cube (500L x 500W x 750H mm)	30.00		
F6		Display Cube (500L x 500W x 1000H mm)	35.00		









Organizer's contact:






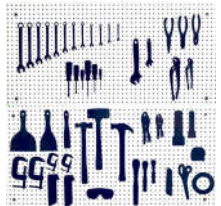
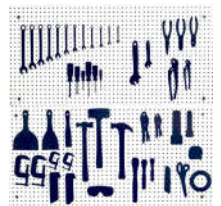
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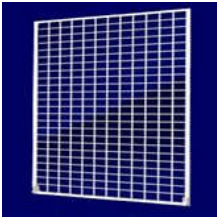




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F7		Low Show Case (1000L x 500W x 1000Hmm)	90.00		
F8		High Show Case with downlight (1000L x 500W x 2000Hmm)	120.00		
F9		Tower Show Case with downlight (500L x 500W x 2000H mm)	90.00		
F10		Lockable Cupboard (1000L x 500W x 750H mm)	50.00		
F11		Folding Chair	8.00		
F12		Easy arm chair	28.00		
F13		Barstool	25.00		
F14		Shelf (Slope or Flat) 1000mmL x 300mmW	13.00		

F15		Catalogue holder	15.00		
F16		Potted plant	20.00		
F17		Folding Door with Lock / Convention lockable door	50.00		
F18		Used carpet/per square meter	8.00		
F19		Single wall panel (1000mmL x 2400mmH)	25.00		
F20		Pegboard (20 hooks) (0.6 x 0.8m)	150.00		
F27		Pegboard (20 hooks) (0.8 x 1m)	200.00		

F21		Printing PP (poster): The maximum size for poster on the each Pattition: 2,4m x 0,96 m	25.00/ 1m2		
F22		2-tierCounter (1x0.35x0.75m)&(1x0.35x1m)	80.00		
F23		3-tierCounter (1x0.35x0.5m)&(1x0.35x0.75m)	110.00		
F24		Net hanger (1m x 1m, including 20 hooks)	25.00		
F25		Hook (10)	15.00		
F26		Coat hanger	35.00		

Total
 VAT 10%
Grand total

*** Note:**

- Order will only be processed when full payment is received.
- For furniture items not listed above, please contact the Organizer for quotation.
- The payments are non-refundable.
- Exhibitors will be held responsible for any damages or loss caused.

Organizer's contact:

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- All prices are exclusive of VAT 10%.

Date:...../...../2018

Name of Company:

Booth No.:

Tel.....Fax:.....E-mail:

Representative.....Position:

FORM 12
TELECOMMUNICATION RENTAL
Deadline: 08 Nov. 2018

** For items available in a Standard Booth, please refer to Form 5.*

** Form 12 is additional requirement.*

** This form must be submitted to the Organizer on time. A surcharge of 20% will be enforced after the deadline and 30% for onsite order.*

Item	Unit Cost per line per show	Refundable Deposit	Quantity of Line	Date		Sub-Total (USD)
				From	To	
Telephone Line with IDD	400 USD	1,500 USD				
Local Line	300 USD	500 USD				
Fax Line with facsimile machine	350 USD	300 USD				
Cable –1 user per line	400 USD					
Cable –2 – 5 users per line (includes port hub)	500 USD	100 USD				
Wireless – 1 user	150 USD					
Wireless – 1 user per day	50 USD					

Total

VAT 10%

Grand total

*** Note:**

- Order will only be processed when full payment is received.
- For furniture items not listed above, please contact the Organizer for quotation.
- The payments are non-refundable.
- Exhibitors will be held responsible for any damages or loss caused.
- Internet connection is provided by internet service providers of Vietnam. Organizer does not guarantee the full connectivity of the line during the show. Internet is using on basic business purpose only. If there is a requirement for heavy use, for example, on-line gaming, please contact the organizer for special connection.
- All prices are exclusive of VAT 10%.

Date:...../...../2018

Organizer's contact:



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Name of Company:
 Booth No.:
 Tel. Fax: E-mail:
 Representative Position:

FORM 13
BOOTH PERSONEL
Deadline: 08 Nov 2018

** This form must be submitted to the Organizer on time. A surcharge of 20% will be enforced after the deadline and 30% for onsite order.*

Category	Quantity	Cost (USD)	Amount (USD)
Booth Interpreter (English – Vietnamese)		USD 50/day	USD
Booth Interpreter (Chinese – Vietnamese)		USD 50/day	USD
Booth Interpreter (Korean – Vietnamese)		USD 120/day	USD
Staff handing out document, primary English		USD 30/day	USD
Total cost:			USD
10% VAT:			USD
Grand total cost:			USD

*** Note:**

- Order will only be processed when full payment is received.
- The payments are non-refundable.
- Maximum working time/day is from 8:30 till 17:30
- All prices are exclusive of VAT 10%.

*** Special request:**

Date:/...../2018



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Name of Company:
 Booth No.:
 Tel. Fax: E-mail:
 Representative Position:

FORM 14: HOTEL ACCOMMODATION

SHERATON SAIGON HOTEL & TOWERS 西贡喜来登酒店和塔楼	88 Dong Khoi Street, Ho Chi Minh City, Vietnam Tel: +84 (28) 3 827 2828 Fax: +84 (28) 3 827 2929 Website: www.sheraton.com/saigon	USD 185 (Subject to 10% VAT & 5% service charge)
Category: 5 Star	Tan Son Nhat International airport - 8 Km. Saigon Exhibition and Convention Center - 7 Km. 新山壹国际机场约 8公里。 西贡展览馆约 7公里。	
Renaissance Riverside Hotel Saigon 西贡万丽大酒店	8-15 Ton Duc Thang St, District 1, Ho Chi Minh City, Vietnam, Tel: +84 28 3822 0033 Fax: +84-28-3823 5666 Website: www.renaissancehotels.com/sgnbr	USD 140 (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: Deluxe city view	Tan Son Nhat International Airport - 9 km. Saigon Exhibition and Convention Center - 8.5 Km. 新山壹国际机场约 9公里。 西贡展览馆约 8.5公里。	
Hotel Equatorial Ho Chi Minh City 胡志明市贵都酒店	242 Tran Binh Trong, Distric 5, Ho Chi Minh City, Vietnam Tel: +84 28 3839 7777 Fax: +84 28 3839 0011 Email: info@hcm.equatorial.com Website: www.hochiminhcity.equatorial.com	USD 80 (Chinese speaking) (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: Deluxe	Tan Son Nhat International Airport - 9 km. Saigon Exhibition and Convention Center - 8.5 Km. 新山壹国际机场约 9公里。 西贡展览馆约 8.5公里。	
Hotel Nikko Saigon 西贡日航酒店	235 Nguyen Van Cu Street, District 1, Ho Chi Minh City, Vietnam Tel: (+84.28) 3925.7777 Fax: (+84.28) 3925.7766	USD 138 (Subject to 10% VAT & 5% service charge)

Organizer's contact:





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	E-mail: reservation@hotelnikkosaigon.com.vn Website: www.hotelnikkosaigon.com.vn	
Category: 5 Star Room type: Deluxe	Tan Son Nhat International Airport - 7.5Km. Saigon Exhibition and Convention Center - 8.5Km. 新山壹国际机场约 7.5公里。 西贡展览馆约 8.5公里。	
Tan Son Nhat Saigon hotel 西贡新山一酒店	202 Hoang Van Thu Street, Phu Nhuan District, Ho Chi Minh City, Vietnam Tel: +84 28 3999 1612 Fax: +84 28 3510 1133 Email: info@tansonnhathotelsaigon.com Website: www.tansonnhathotelsaigon.com	USD 60 (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: Deluxe	Tan Son Nhat International Airport - 2 Km. Saigon Exhibition and Convention Center - 12 Km. 新山壹国际机场约 2公里。 西贡展览馆约 12公里。	
Hotel Majestic Saigon 西贡马杰斯迪克酒店	1 Dong Khoi Street, District 1, Ho Chi Minh City, Vietnam Tel: (84-28) 3829 5517 Fax: (84-28) 3829 5510 Email: majestic@majesticsaigon.com Website: www.majesticsaigon.com.vn	USD 130 (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: Colonial city deluxe	Tan Son Nhat International Airport - 8.5 km. Saigon Exhibition and Convention Center - 7 Km. 新山壹国际机场约 8.5公里。 西贡展览馆约 7公里。	
Caravelle Saigon Hotel 卡拉维勒西贡酒店	19-23 Lam Son Square, District 1, Ho Chi Minh City, Vietnam Tel: +84 28 3823 4999 Email: hotel@caravellehotel.com Website: www.caravellehotel.com	USD 165 (Min 2 consecutive nights) (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: Deluxe	Tan Son Nhat International Airport - 8 km. Saigon Exhibition and Convention Center - 7.5 Km. 新山壹国际机场约 8公里。 西贡展览馆约 7.5公里。	
New World Saigon Hotel 胡志明市新世界酒店	76 Le Lai Street, District 1, Ho Chi Minh City, Vietnam Tel: +84 28 3822 8888	USD 135 (Subject to 10% VAT & 5% service charge)

Organizer's contact:

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	Fax: +84 28 3823 0710 Website: www.saigon.newworldhotels.com	
Category: 5 Star Room type: Superior	Tan Son Nhat International Airport - 7 km. Saigon Exhibition and Convention Center - 7.5 Km. 新山壹国际机场约 7公里。 西贡展览馆约 7.5公里。	
Rex Hotel Saigon 西贡丽士酒店	141 Nguyen Hue Blvd, Ho Chi Minh City, Vietnam Tel: (84 28)38292185 Fax: (84 28)38296536 E-mail : rexhotel@rex.com.vn Website: www.rexhotelvietnam.com	USD 143 (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: Premier	Tan Son Nhat International Airport - 7.5 km. Saigon Exhibition and Convention Center - 7 Km. 新山壹国际机场约 7.5公里。 西贡展览馆约 7公里。	
Grand Hotel Saigon 西贡大酒店	08 Dong Khoi Street, District 1, HCM City, Vietnam Tel: +84 28 3915 5555 Fax: +84 28 3827 3047 Email: info@grandhotel.vn Website: www.grandhotel.vn	Deluxe USD 120 Grand Executive USD 138 (Subject to 10% VAT & 5% service charge)
Category: 5 Star Room type: - Deluxe: Luxury Wing - Grand Executive: Ancient Wing-French style since 1930	Tan Son Nhat International Airport - 7.5Km. Saigon Exhibition and Convention Center - 7Km. 新山壹国际机场约 7.5公里。 西贡展览馆约 7公里。	
Vissai Saigon Hotel 维塞西贡酒店	144 Nguyen Van Troi, Ward 8, District Phu Nhuan, Ho Chi Minh City, Vietnam Tel: +84 28 3999 8888 Website: www.vissaisaigonhotel.vn	USD 65 (Subject to 10% VAT & 5% service charge)
Category: 4 Star Room type: Deluxe	Tan Son Nhat International Airport - 2.5 Km. Saigon Exhibition and Convention Center - 11.5 Km. 新山壹国际机场约 2.5公里。 西贡展览馆约 11.5公里。	
First Hotel 西贡第一酒店	18 Hoang Viet Street, Ward 4, Tan Binh District, Ho Chi Minh City, Vietnam	USD 50 (Subject to 10% VAT)

Organizer's contact:

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	Tel: +84 28 3844 1199 – 3844 1175 Fax: +84 28 3844 4282 Website: www.firsthotel.com.vn	& 5% service charge)
Category: 4 Star Room type: Superior	Tan Son Nhat International Airport - 3 Km. Saigon Exhibition and Convention Center - 13 Km. 新山壹国际机场约 3公里。 西贡展览馆约 13公里。	
New Pacific Hotel 新太平洋大酒店	9 - 11 Ky Dong Street, Ward 9 , District.3 , HCM City Tel: +84 28 3526 1788 Fax: +84 28 3526 4428 Email: hotel@newpacific.vn Website: www.newpacific.vn	USD 50 (Subject to 10% VAT & 5% service charge)
Category: 4 Star Room type: Deluxe	Tan Son Nhat International Airport - 4.5 Km. Saigon Exhibition and Convention Center - 10 Km. 新山壹国际机场约 4.5公里。 西贡展览馆约 10公里。	
Capri By Fraser Ho Chi Minh City Hotel 胡志明市弗雷泽卡普里酒店	Lot C6B02-2, New South Urban City, Tan Phu Ward, District 7, Ho Chi Minh City, Vietnam, Tel: +84 28 5414 5555 Website: www.frasershospitality.com	USD 98 (Subject to 10% VAT & 5% service charge)
Category: 4 Star Room type: Studio Deluxe	Tan Son Nhat International Airport - 14 Km. Saigon Exhibition and Convention Center - 500m. 新山壹国际机场约 14公里。 西贡展览馆约 500米。	
Golden Central Hotel Saigon 西贡黄金中央酒店	140 Ly Tu Trong Street, Ben Thanh Ward, District 1, Ho Chi Minh city, Vietnam Tel: +84 28 3827 0666 – 3827 0578 Fax: + 84 28 3827 0566 – 3911 2066 Email: info@goldenhotelsaigon.vn Website: www.goldenhotelsaigon.vn	USD 60 (Subject to 10% VAT & 5% service charge)
Category: 4 Star Room type: ROH (Promotion china market)	Tan Son Nhat International Airport - 7 Km. Saigon Exhibition and Convention Center - 7.5 Km. 新山壹国际机场约 7公里。 西贡展览馆约 7.5公里。	





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Oscar Saigon Hotel 奥斯卡西贡酒店	68A Nguyen Hue Ave., Dist.1, Ho Chi Minh City, Vietnam Tel: +84 28 3829 2959 – 3829 2958 Fax: +84 28 3822 2958 – 3829 2732 Email: oscarsaigonhotel@oscar-saigonhotel.com Website: www.oscar-saigonhotel.com	USD 60 (Subject to 10% VAT & 5% service charge)
Category: 4 Star Room type: Deluxe	Tan Son Nhat International Airport - 7 Km. Saigon Exhibition and Convention Center - 7 Km. 新山壹国际机场约 7公里。 西贡展览馆约 7公里。	
One World Hotel	16-20 Cao Trieu Phat Street, Hung Gia 3, Tan Phong Ward, Dist.7, Ho Chi Minh City, Vietnam Tel: +84 28 5410- 4455 ext: 102, 111 Email: sale.oneworldhotel@gmail.com Website:	USD 55 (Subject to 10% VAT & 5% service charge)
Category: 4 Star Room type: Deluxe	Tan Son Nhat International Airport - 14 Km. Saigon Exhibition and Convention Center – 1km. 新山壹国际机场约 14公里。 西贡展览馆约 1公里。	
An Binh Hotel	41 Tran Trong Cung, Tan Thuan Dong Ward, District 7, Ho Chi Minh City, Vietnam Mr. Cuong Tel: +84-902671109 Email: anbinhhoteldistrict7@gmail.com Website: http://www.anbinhhotel.vn/	680.000 VNĐ ~ USD 30 Supply cars from An Binh Hotel to SECC
Category: 3 Star Room type: Deluxe	Tan Son Nhat International Airport - 12 Km. Saigon Exhibition and Convention Center - 2 Km. 新山壹国际机场约 12公里。 西贡展览馆约 2公里。	

(Please arrange your plan as early as possible and contact with Hotel Representative as in following list)

Accommodation Support:

VINEXAD	Ms. Thanh Thanh	Thanh.do@vinexad.com.vn	0904 437 271
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Organizer's contact:



Tel.: +84-24-3934 0474/ Fax. +84-24-39363085/ E-mail: expo@vinexad.com.vn



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www.vinexad.com.vn			
Sai Gon Cho Lon Tourist	Ms. Chi	Chi.au@cholontourists.com.vn	0902 814 440

Organizer's contact:

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Tel.: +84-24-3934 0474/ Fax. +84-24-39363085/ E-mail: expo@vinexad.com.vn



SHIPPING INFORMATION

** The following information is supplied for goods shipped from overseas to Vietnam to be displayed at the Exhibition.*

- Exhibitors are advised to read through the detailed shipping manual of the Official Freight Forwarder carefully and observe the shipping requirements and deadlines. Failure to comply with the strict import requirements will cause unnecessary delays in clearance and may lead to confiscation and/or heavy surcharges.
- Consignments imported under exhibition “Temporary Import” basis must be handled by Official Freight Forwarder who has the exhibition permit to perform clearance for these consignments.
- Please contact the Official Freight Forwarder for a copy of the Shipping Manual which provides shipping details and tariff.

Official Freight Forwarder Information:

Schenker Vietnam Co., Ltd

Corporate Office: Hochiminh City

Ground, 4th, 5th & 6th Floors, South Building

60 Truong Son Street, Ward 2, Tan Binh District, Hochiminh City, Vietnam

Tel. +84 28 6297 1860

Fax: +84 28 6297 1861

Contact Person: Mr. Peter Kim – Hochiminh Fairs & Events Manager

Mob. +84.909669816

Email: Peter.kim@ dbschenker.com

Hanoi Branch Office

5th Floor, TID Centre, 4 Lieu Giai Street, Ba Dinh District, Hanoi, Vietnam

Tel. +84 24 3232 1771

Fax. +84 24 3232 1772

Contact Person: Mr. David Linh - Fairs & Events Manager – Vietnam

Mob. +84.903410309

Email: David.linh@dbschenker.com

Website: www.dbschenker.vn





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**THANK YOU VERY MUCH FOR
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Organizer's contact:

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